

# **USER AND OPERATIONS GUIDE FOR THE NASA PERSONNEL/PAYROLL SYSTEM**

Release 6.1

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**George C. Marshall Space Flight Center**  
Huntsville, AL 35812



<b>Change Number</b>	<b>Date</b>	<b>Description</b>	<b>Pages Affected</b>
Release 5.1	4/96	Changes per CRs (Refer to the NPPS UOG 1620 Cross Reference)	xxvii, xxx, xxxvi, xxxviii, 2 - 28, PERACT - 3, PERACT - 7, PERACT - 10, MASS - 14, HIST - 7 / HIST - 8, HIST - 10 / HIST - 11, HIST - 14, MER - 56 / MER - 57, MER - 63 / MER - 64, MER - 66 to MER - 70, AA - 9, AA - 22 to AA - 24, Appendix F, Appendix G, Rpt. Doc. Pge
Release 5.2	10/96	Changes per Crs (Refer to the NPPS UOG 1620 Cross Reference)	3-3, PAY-1, MER-112, T&A -8, T&A-11, T&A-23, AA-3, AA-4, AA-26, AA-27, AA-30, C-20
Release 6.0	3/97	Changes per Crs (Refer to the NPPS UOG 1620 Cross Reference)	2.1.4, 3.1.3, B-3, C-8, F-7, Appendix G, PERACT-14, MASS-13, SF7-2, HIST-20, AUDIT-10
Release 6.1	9/97	Changes per Crs (Refer to the NPPS UOG 1620 Cross Reference)	2-28 thru 2-32, PERACT-10, ACI-5, MER-127, AA-28, B-13, C-39



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**1620 CROSS REFERENCE**

<b>NASA Form 1620 Ref. Number</b>	<b>Document Page No.</b>	<b>Document Paragraph No.</b>
94000949	N/A	N/A
95000740	N/A	N/A
95001072	N/A	N/A
95001119	ACI-5	4.1.7.2
95001493	N/A	N/A
95001666	N/A	N/A
95001848	N/A	N/A
96000006	N/A	N/A
96000008	N/A	N/A
96000035	N/A	N/A
96000079	N/A	N/A
96000181	N/A	N/A
96000239	N/A	N/A
96000251	PERACT-10	PERACT-10
96000255	B-13	T&A Messages
96000284	N/A	N/A
96000292	N/A	N/A
96000301	C-39	NA00418
96000302	N/A	N/A
96000303	N/A	N/A
96000322	N/A	N/A
96000332	AA-28	AA-28
96000349	N/A	N/A
97000005	N/A	N/A
97000015	N/A	N/A
97000016	N/A	N/A
97000021	N/A	N/A
97000022	N/A	N/A
97000027	MER-127	4.2.1.4.2
97000029	N/A	N/A
97000036	N/A	N/A
97000041	N/A	N/A
97000042	N/A	N/A

<b>NASA Form 1620 Ref. Number</b>	<b>Document Page No.</b>	<b>Document Paragraph No.</b>
97000043	N/A	N/A
97000045	2-28 thru 2-32	2.1.4
97000047	N/A	N/A
97000050	N/A	N/A
97000051	N/A	N/A
97000053	N/A	N/A
97000055	N/A	N/A
97000057	N/A	N/A
97000058	N/A	N/A
97000062	N/A	N/A
97000063	N/A	N/A
97000065	N/A	N/A
97000078	N/A	N/A
97000090	N/A	N/A
97000097	N/A	N/A
97000098	N/A	N/A



These tapes are sent to federal dispersing agencies and have three accompanying reports (refer to Figure 2.1.3.2-3, Payroll Final Products and Reports Processes).

- Non-EFT Tape Listing (NA00500)
- EFT Tape Listing (NA00506)
- TSP Transmission Tape Listing - tape (NA0314TP)

The final reports include all historical reports with all final balanced payroll data, plus the additional final reports which are sent to various agencies but are not required to produce the payroll. Appendix C provides a complete listing of all Payroll Final Reports.

#### **2.1.4 Agency Payroll Consolidation Process**

The following payroll batch jobs are jobs that may be executed using APC procedures. (See section 3.1.3 for Agency Payroll Consolidation logon procedures.)

##### **Payroll Batch Mature (CA00001) )**

- Report 201 - Transaction Report (Suspended Transactions)
- 6141 - Batch Payroll Mature Processing/Matured Record Deletion

##### **Payroll T&A (CA00003)**

- 3005 - Generated T&A Cards for LWOP and Severance Employees
- 3030 - T&A Bi-weekly Pay Computations
- Report 5101 - IMFH Processing
- Report 5101B - T&A Processing
- Report 203 - Leave & Pay Processing Information
- Report 117 - Cash Awards Edit Listing
- Report 100 - T&A Reported Hours

##### **Payroll Final Reports (CA00004)**

- Updated Payroll Data Lock Flag
- Report 102 - Net Pay/Voluntary Allotment Disposition Register
- Report 103 - Net Pay - Non-EFT Register
- Report 202 - Payroll Register
- Report 204 - T&A Paid Hours
- 314 - TSP Payments Tape
- Report 314TP - Transmission Tape Listing (TSP)
- Report 403 - SF2812 Withholdings and Contributions for FEHB, FEGLI, and Retirement
- Report 402 - CFC Register
- Report 406 - SF1166 Voucher and Schedule of Payments
- Report 456 - NEBA Bi-weekly Summary Tape
- Report 507 - TSP Journal
- Report 106 - Payroll Cash Awards
- Report 117 - Cash Awards Edit Listing



Report 500 - Non-EFT Tape Listing  
 500 - Non-EFT Transmission Tape  
 Report 506EFT - EFT Tape Listing  
 6090 - EFT Transmission Tape  
 Report 506BND - Bond Listing  
 506BND - Bond Transmission  
 6141 - History File Updates  
 NECAPP1  
 NECAPP2

#### Payroll Products (CA00005)

Update Payroll Data Lock Flag  
 Report 301 - Bond Status Register  
 Report 401 - Union Dues Report  
 Report 404 - Bond Request Register  
 Report 104 - Health Insurance Not Paid  
 Report 107 - Limited Appointment Employees  
 Report 111 - Permanent Change of Station  
 Report 302 - Bond Enrollment Register  
 Report 408 - Tax Withholding  
 Report 409 - SF1150 Record of Leave  
 Report 411 - SF2807 CSRS Separations & Transfers  
 Report 412 - SF3103 FERS Separations & Transfers  
 Report 415 - Qtr FIT/FICA/HIT Tax Withholding Report  
 Report 420 - Bi-weekly Retirement Report  
 Report 203 - Leave & Pay Processing Information

#### Payroll Pay Period Initialization (NA00006)

Report 505 - Gains & Losses to Normals from Payblock Migration (NAB6071)  
 6070 - Normals Equate  
 6060 - Pay Period Initialization  
 6140 - Payroll Batch Mature Delete Program  
 6170 - Payblock Changes  
 4070 - Payroll Control Auto Update  
 Report 8000 - Transaction History Initialization  
 Update Payroll Data Lock Flag

#### Payroll NORMALS recalculation (CA00009)

NORMALS equated  
 NORMALS calculated

#### Payroll Cash Awards (CA00118)

Report 118 - Non-Personnel Action Cash Awards Master Listing

#### CAPS extract file creations jobs

NECAPP1 - Bi-weekly Extract (Job initiated by Job CA00004)

NECAPP2 - Monthly Extract (Job initiated by Job CA00004)  
NECAPP3 - Quarterly Extract  
NECAPP4 - Fiscal Year End extract

## **2.2 SYSTEM CAPABILITIES**

The processing described in the Operational Overview is accomplished through personnel processing, payroll processing, and personnel and payroll common processing functions. Following is a detailed description of the capabilities of each.

### **2.2.1 Personnel Processing**

NPPS processes personnel data through a series of personnel actions. The system provides the capability to process all employee personnel actions described in the Federal Personnel Manual (FPM) by a Nature of Action Code (NOAC) and those identified by the agency (NOAC 900 series). (Refer to Figure 2.2.1-1, Personnel.)

During the processing of each NOAC, the list of those fields which are mandatory or optional input fields are displayed. Mandatory fields must be filled in so the action may be processed. Optional fields may be filled in if the information is relevant to the specific action being processed. As a result of this processing, a suspended personnel action is generated for each action.

Planning actions provide for advanced preparation of three specific personnel actions. The following personnel actions may be created and suspended for future maturation.

- WIG Increases (NOACs 891 and 893)
- Changes in Tenure (NOAC 880)
- Changes in TSP Eligibility (NOAC 996)

All information required for processing is available from the database or is system generated. Eligible employees are selected based upon the Eligibility Beginning and Ending Dates you provide.

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```
NEMXXXXF          (SCREEN)F -          (FREQ. MISC. DATA)      0 OF 0
BY-PASS EDIT:  _

NAME                                                    SSN
COOP:ENTRY      0 0 0  > 0_ 0_ 0__  TRAINING DEV PGM          >  _
      RET TO DUTY 0 0 0  > 0_ 0_ 0__  NASA SPEC PGM          >  _
      RET TO SCH  0 0 0  > 0_ 0_ 0__  RTD      >  _  RTD GRP    >  _
SCD: RETIREMENT  0 0 0  > 0_ 0_ 0__  CPP      >  _  POSCRIT    >  _
LOCAL TITLE:                                     >  _
FERS/TSP:  FERS COVER  >  _  TSP SCD      0 0 0  > 0_ 0_ 0__
      TSP STATUS      >  _  TSP STAT DATE  0 0 0  > 0_ 0_ 0__
      TSP VEST        >  _  TSP ELIG DATE  0 0 0  > 0_ 0_ 0__
      TSP SEPCDE      >  _  TSP SEP DATE   0 0 0  > 0_ 0_ 0__
NON NASA PROJ LI                                     >  _
RETIRED MIL:RETIRE 0 0 0  > 0_ 0_ 0__  PAY STATUS          >  _
      SERV COMPONENT  >  _  RET BASIS              >  _
      SERV PAY GRD    >  _  SERV NUM                >  _
      SERV DESIGNATION >  _

-----
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU      PF6=  END ACTION
PF10= MASTER INQ    PF11= GO TO          PF12= END_
```

## SCREEN F

```
NEMXXXXG
          (SCREEN) G      (MISC. INFREQ.)      0 OF 0
BY-PASS EDIT:  _
NAME                                                    SSN
FIELD          SCHOOL          YEAR          LEVEL          GPA
HIGH          01001002 >  _  >  _  >  _  >  _  0.00 > 0.00
2              >  _  >  _  >  _  >  _  0.00 > 0.00
3              >  _  >  _  >  _  >  _  0.00 > 0.00
4              >  _  >  _  >  _  >  _  0.00 > 0.00
COOP/PMI      >  _  >  _  >  _  >  _  0.00 > 0.00
              BDYR          >  _  FTCLI          >  _
LIMITS:
SEVERANCE  0.00  > 0.00__  OPTIONAL          > 0_ 0_ 0__
DAY         0    > 0__    DISCONT            > 0_ 0_ 0__
HOURS       0    > 0__    FERS MRA  0 0 0  > 0_ 0_ 0__
LINE NUMBER  >  _  PARAGRAPH          >  _
RESERVES:  BRANCH  >  _  RANK      >  _  HEAD OF AGENCY  >  _
RETAIN:  PAYPLN   >  _  GRD      >  _  STP      >  _  EXP DTE 0 0 0  > 0_ 0_ 0__
-----
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU
PF6=  END ACTION    PF10= MASTER INQ     PF11= GO TO        PF12= END
```

## SCREEN G

### System Provided Data

NPPS sets the Degree: Bachelor Year to zero if Degree Highest Level is changing to a value not equal to Bachelors (B), Masters (M), or Doctorate (D).

#### 4.1.7.2 GM ACI

```

COMMAND: _____ NPPS
NEM8100          GM ANNUAL COMPARABILITY INCREASE - GMACI (894)
-----

                EFDATE:  _ _ _                PAYTBL:  _

AUTH1:  _ _ _ _ _
AUTH2:  _ _ _ _ _

GRADE      OLD BASIC MIN      OLD BASIC MAX
  _ _      _ _ _ _ _          _ _ _ _ _
  _ _      _ _ _ _ _          _ _ _ _ _
  _ _      _ _ _ _ _          _ _ _ _ _

PRINT MEMO IN LIEU OF SF50:  _      PERFORM UPDATES IN BATCH:  _ (Y/N)
-----

PF1=  HELP                      PF5=  MAIN MENU                      PF12=  END

```

## GM ANNUAL COMPARABILITY INCREASE (GMACI)

## Description and Execution

The GM Annual Comparability Increase (GMACI) template is used to apply an ACI to the suspense file for a GM employee. No unmatured actions that modify salary may be suspended before the execution of GM ACI due to salary tables not being updated at the time the actions are created.

### Steps to Reach GM ACI

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - ACI.
3. At the ACI Menu, select **2** - GM ACI.

## User Input

The following procedure is recommended for the processing of GM ACI.

1. Verify that no actions causing EMPL-~~AD~~JSTD-BASIC-PAY to be recomputed (i.e., 702, 891, 893, 895) are on the suspense file.
2. Verify that the applicable tables (i.e., Salary (TSALSTEP ) and Authority Code (TAUTH)) were loaded as part of the Leave Year-End Process.
3. Enter the Authorizations, Effective Date, Pay Tables Codes, and Grades, Old Basic Minimum and Old Basic Maximum values for appropriate pay tables and grades.





#### 4.2.1.4.2 Employee Mailing Address and Net Pay

COMMAND: _____		NPPS	
NAO1120      EMPLOYEE MAILING ADDRESS AND NET PAY DISPOSITION - ADDR			
-----			
SSN	PAYBLK	FUNC	LAST NAME      FIRST NAME      I
____	____	____	____
MAILING ADDRESS: _____			
CITY: _____ STATE: ____ ZIP: ____ - ____			
NET-VIA-EFT:			
FINANCIAL INST ROUTING NBR: _____			
ACCOUNT NUMBER: _____ ACCOUNT TYPE: ____			
FIN. INST. NAME:			
ADDRESS FIN:			
CITY: _____ STATE: ____ ZIP: ____			
ADDRESS CHECK: _____ OFFICE CHECK: ____			
(Y OR BLANK)			
CITY: _____ STATE: ____ ZIP: ____ - ____			
-----			
FUNCTIONS:    A= ADD CHN    C= CHANGE    N= NAME SEARCH    R= RETRIEVE    S= SUSPEND			
PF1= HELP      PF3= PREV SCREEN    PF5= MAIN MENU    PF12= END_			

#### EMPLOYEE MAILING ADDRESS AND NET PAY (ADDR)

##### Description and Execution

The Employee Mailing Address and Net Pay Disposition (ADDR) template is used to display and update an employee's mailing address as well as specify the disposition of an employee's net pay. When completing this template, either Net-via-EFT or Check Address must be specified (you may not specify both). Since the Mailing Address field will be used for general mail-outs, such as the Leave and Earnings Statements, it should be provided for all employees. For check disposition, the Net-via-EFT field or Address Check field should be completed. The (ADDR) template is also used to update the TSP Separation Flag when Home Mailing Address is changed.

##### User Inputs

You must enter either the employee's Net-via-EFT data or Check Address. The Office Check field is used to instruct the Treasury to send the check to the installation "Designated Agent."

## Values to be Automatically Updated in Batch:

Payroll Table Lock (Y/ ) Enter **Y** to stop table changes after the initial pay computation processing (i.e., lock out online processing).

TSP Effdate The date to be used for TSP validation, TSP BP Tape, and the TSP Journal Voucher. Date is the current PP Ending Date plus 10 days.

TSP Tape Seq Sequence number which is increased by an increment of one each pay period during the production of the TSP tape.

Tax Quarter Calendar year quarter (blank, 1-4); will be blank until the last full pay period of the quarter, then it is set to a number which indicates NPPS should generate the quarterly reports produced in the current pay period.

Pay Period Pay period number (1-27).

Current Leave Period Leave period number (1-27).

Current PP Beginning Date Pay period start date (always a Sunday).

Month-to-Date (Y/N) Indicate "Month-end" with **Y** and "Not Month-end" (i.e., off-month) with **N**.

Current PP Ending Date Thirteen days from the above PP starting date (always a Saturday).

Number of Leave Periods Number of leave periods in the current year (26 or 27).

FEGLI Year The year to be used for FEGLI Age Group calculation.

Payroll Data Lock Enter **Y** to stop master file updates after the final reports process has begun (i.e., lock out online processing and Payroll Mature).

NPPS  
T&A MESSAGESMESSAGE  
NUMBER

ERROR/INFORMATIONAL MESSAGE

3271 \* A.U.O. ADJ NEGATES GROSS EARNINGS, A.U.O. ADJ NOT APPLIED  
3272 \* LOCAL PAY ADJ NEGATES GROSS EARNINGS, LOCAL PAY ADJ NOT APPLIED  
3273 \* ADV PAY ADJ NEGATES GROSS EARNINGS, ADV PAY ADJ NOT APPLIED  
3274 \* NO ADVANCE PAY DEDUCTION TAKEN THIS PAY PERIOD  
3275 \* STAT LIMIT CUT RESULTED IN A. U. O. EARNINGS BEING CUT BY  
3276 \* STAT LIMIT CUT RESULTED IN STAFF DIFF EARNINGS BEING CUT BY  
3278 \* ADV PAY ADJ CANCELLED, AS TOTAL PAID WOULD BE > TOTAL OWED  
3279 \* ADV PAY ADJ CANCELLED, AS REFUND WOULD BE > TOTAL CUM PAID  
3280 \*\*\* NEW EMPLOYEE DOES NOT HAVE CHECK ROUTING INFORMATION  
3281 \* STATUTORY LIMIT CUTS CURRENT COMP TIME EARNED HOURS  
3282 \* WEEKLY T+A BASE HRS LESS THAN ONE HALF SCHED PT HRS  
3283 \*\*\* TOTAL T+A BASE HRS LESS THAN SCHED PT HRS  
3284 \*\*\* TOA HRS ENTERED WITH NO TOA BALANCE AVAILABLE  
3285 \*\*\* INVALID LAST SHIFT WORKED FOR WAGE BOARD EMPLOYEE  
3287 \* LUMP SUM HOURS NOT EQUAL TO LEAVE BALANCES  
3288 \*\*\* ADJ(S) REMOVED, RE-ENTER "TAEDIT" HOURS IF T&A STATUS IN ERROR  
3289 \* GARNISH DEDUCTION IS 25% OR MORE OF DISPOSIBLE INCOME  
3290 \* INSUFFICIENT NET AMOUNT, ONE OR MORE GARNISH PAYMENTS NOT MADE  
3291 \* ONE OR MORE GARNISH ACCOUNTS PAID IN FULL  
3292 \* FRMR CITY ADJ NEGATES NET PAY, FRMR CITY ADJ NOT APPLIED  
3293 \* FRMR CITY ADJ FORCES CITY YTD DEDUCTION NEGATIVE, ADJ NOT APPLIED  
3294 \* THE CITY, FOR A FRMR CITY ADJ, WAS NOT A FRMR CITY IN EMP REC



Job Number	Job Name	Work File(s)	User Input Criteria Sort	Selection
NA00404	BOND REQUEST REGISTER	8,15	1=NAME, 2=SSN DEFAULT=2	
NA00405	FULL TIME EQUIV	8,25		
NA00406	SF1166 VOUCHER/SCH OF PAY	1 - 10		REPORT YEAR
NA00408	STATE/COUNTY/CITY TAX W/H	8,25		STATE,CTY,CITY MONTH,QTR, ANNUAL DEFAULT=ST/QTR FACILITY CODE
NA00409	SF1150 RECORD OF LEAVE	8		
NA00410	SEMI-ANNUAL HEADCOUNT	8,25		
NA00411	SF2807 CSRS SEPAR & XFERS	1,8		
NA00412	SF3103 FERS SEPAR & XFERS	1,8		
NA00413	SF2806 CSRS IND'L RETIRE	8		
NA00414	SF3100 FERS IND'L RETIRE	8		
NA00415	FED W/H TAX - FIT/FICA/HIT	8,25	1=NAME, 2=SSN DEFAULT=2	FIT,FICA,HIT DEFAULT=FIT
NA00416	CSRS ANNUAL SUMM RET FUND	8		
NA00417	FERS ANNUAL SUMM RET FUND	8,15		
NA00418	W2 WAGE AND TAX	5,8	1=TERM EMPLOYEES 2=ALL EMPLOYEES OR SINGLE SSN DEFAULT=2 ALL EMPLOYEES	
NA00419	W-2 CHECKLIST	8	1=SSN, 2=NAME, 3=PAYBLOCK + SSN, 4 = PAYBLOCK + NAME	
NA00420	BIWEEKLY RETIREMENT	5,8	1=PAYBLOCK + SSN, 2=SSN, 3=NAME	
NA00421	CSRS ACCOUNTING	5,8	1=PAYBLOCK + SSN, 2=SSN, 3=NAME	
NA00422	FERS ACCOUNTING	5,8	1=PAYBLOCK + SSN, 2=SSN, 3=NAME	
NA00423	INDIVIDUAL PAY RECORD REPORT	5,8		REPORT YEAR, SSN
NA00424	YEAR-END LEAVE REPORT	8,25	1=SSN, 2=NAME, 3=PAYBLOCK + SSN, 4=PAYBLOCK + NAME, DEFAULT=3	REPORT YEAR
NA00425	BOND SEMIANNUAL REPORT	8		
NA00426	ANNUAL LEAVE LIABILITY REPORT	5,8	1=PAYBLOCK + SSN, 2=SSN, 3=NAME	
NA00427	IRS FORM 1099-MISC	5,8		